

CITY OF SAN ANTONIO



Administrative Directive

A.D. 9.2 Environmentally Preferred Purchasing Policy

Procedural Guidelines

Guidelines for establishing environmentally preferred practices for all City departments.

Department/Division

Purchasing and General Services

Effective Date

April 2, 2010

Project Manager

Melissa Galvan, Executive Assistant
Purchasing and General Services

Purpose

The purpose of this Administrative Directive (A.D.) is to provide City of San Antonio employees with rules and guidelines for environmentally-friendly purchasing and acquisition practices in order to minimize environmental impacts relating to our work that shall serve as a guide for official activities.

Policy

Employees of the City of San Antonio shall conduct all official activities in an energy and resource-efficient manner, in accordance with the rules and guidelines set forth in the Environmentally Preferred Purchasing Policy (EPPP—Attachment A). Further, all City activities will be conducted in a manner that safeguards taxpayer funds, promotes sustainable practices, and fosters market demand for environmentally-friendly products and services.

Policy Applies To

☐ External & Internal Applicants

☒ Current Temporary Employees

☒ Current Full-Time Employees (Classified & Unclassified)

☒ Current Volunteers

☒ Current Part-Time Employees

☒ Current Grant-Funded Employees

☒ Current Paid and Unpaid Interns

☒ Police and Fire Academy Trainees

☒ Uniformed Employees Under
Collective Bargaining Agreements

Definitions

Administrative Directive

City of San Antonio document used to convey the City's governance on policies and procedures.

Alternative Fuel

Non-petroleum-based fuels that are made from bio-based or other unconventional methods, including biodiesel, ethanol, compressed natural gas, and other approved alternatives.

City Employee

A City of San Antonio employee, including civilian employees and uniformed employees.

<u>City Facility</u>	A building owned by the City of San Antonio or leased to the City of San Antonio and where City Employees meet to conduct their normal and typical work activities.
<u>City Tenant</u>	An individual, business, partnership or other recognized business entity contractually bound to the City of San Antonio so as to operate within a City-owned structure in return for payment to the City of San Antonio in the form of cash or in-kind services. Typical facility tenants include lessees, delegate agencies, non-profits, and contractors.
<u>Energy Star</u>	Energy Star certified appliances or products, as approved by the US Environmental Protection Agency and Department of Energy.
<u>Environmental</u>	The environmental aspects of internal department operations and activities, including those aspects related to purchasing, energy, and transportation functions.
<u>Greenhouse Gas</u>	Carbon dioxide, methane, nitrous oxide, hydro fluorocarbons, per fluorocarbons, and sulfur hexafluoride.
<u>Life-Cycle Cost</u>	The entire life-cycle of a product, project, or measure is taken into consideration as a measure of fiscal considerations.
<u>Recycling</u>	Separating clean commodities [e.g., paper, glass, aluminum cans, metal cans, cardboard, and plastics] from the waste stream and placing these commodities into a designated receptacle for transport to the materials recovery facility, i.e., recycling facility, where these commodities are processed and sold.
<u>Sustainable</u>	Operating conditions which encourage the use of present resources with the needs of future generations in mind. This includes the triple-bottom-line of social, economic, and environmental responsibility.
<u>Sustainability Task Force (STF)</u>	The City of San Antonio's internal task force related to environmental policies and strategies. It consists of departmental and executive leadership and convenes regularly to discuss policy recommendations and strategies to facilitate sustainable operations within the City.
Policy Guidelines	
<u>Guidance</u>	This Environmentally Preferred Purchasing Policy and subsequent environmental Administrative Directives shall serve as the official guide for all City purchasing and acquisition procedures.

Roles & Responsibilities	
<u>Departments</u>	Each department Director will review this policy and provide department employees, volunteers, and interns with print or electronic access to it. It is the responsibility of the Department Directors to make their employees aware of the identity of the designated spokesperson(s) for their department. (Specific departmental provisions are described in detail in the EPPP).
<u>Sustainability Task Force</u>	The Sustainability Task Force will review and provide support for this Administrative Directive.
<u>Employees</u>	Employees are expected to review and comply with the policies listed here as they relate to their specific duties.
<u>Office of Environmental Policy</u>	Responsible for providing educational and technical assistance. This includes reviewing the status of purchasing policies; assisting in the presentation of policy items to the Sustainability Task Force; and providing outreach to affected departments where necessary.
<u>Office of Management and Budget</u>	Responsible, along with the Director of the Office of Environmental Policy, to oversee the appropriate budgetary concerns of enforcing this order; perform periodic evaluations of its progress; and offer guidance about the fiscal viability of future purchasing policies.
Attachments	
<u>Attachment A</u>	Environmentally Preferred Purchasing Policy
<u>Attachment B</u>	Acknowledgement Form

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Office of Environmental Policy or the Purchasing and General Services Department.

CITY OF SAN ANTONIO
Environmentally Preferred Purchasing Guidelines
(Attachment A)

April, 2010

1. Purpose

Environmentally preferred purchasing means products or services that have a reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. Environmentally preferred purchasing considers both cost and the environmental impacts of a product or service.

The success of an environmentally preferred purchasing program is dependent on the collective effort and commitment of all City staff that is involved with the procurement of goods and services.

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work. The Purchasing and General Services Department recognizes our employees can make a difference in favor of environmental quality. The aim of the Environmentally Preferred Purchasing Policy is to prompt all City staff involved in the procurement of goods and services to use environmental responsibility as a factor in their purchasing decisions. The Environmentally Preferred Policy will address:

- Office supplies/equipment
- Cleaning and landscaping supplies
- Water and Energy conservation products
- Printing and mail supplies, including paper products
- Other i.e., Food Service Contracts, Meeting Facility Standards

These preferred products will be purchased using the guidance and certification of the following organizations:

- The United States Environmental Protection Agency (USEPA)
- Green Seal
- Energy Star
- The United States Department of Agriculture (USDA)
- Electronic Products Environmental Assessment Tool (EPEAT)
- Forest Stewardship Council (FSC)

2. Definitions

"Recycling" means the processing of used or waste material so that it can be used again, instead of being wasted.

"Contractor" means any person, group of persons, consultant, designing architect, association, partnership, corporation, or other business entity that has a contract with the City of San Antonio (including suppliers) or serves in a subcontracting capacity with an entity having a contract with the City of San Antonio for the provision of goods or services.

"Designated products" means recycled and environmentally preferable products and materials designated by the Purchasing department and all City departments pursuant to this policy.

"Environmentally preferred products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

"Minimum content standards" means standards maintained by the Purchasing Agency and the respected department specifying the minimum level of recovered material and/or post-consumer material necessary for designated products to qualify as recycled products.

"Post-consumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is a part of the broader category of "recovered material".

"Practicable" means satisfactory in performance and available at a fair and reasonable price.

"Price-preference" means a percentage of increase in price the City of San Antonio will pay to obtain a designated product.

"Recovered material" means waste material and by-products which have been recovered or diverted from solid waste, but do not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

"Recycled paper" means paper meeting the City of San Antonio's minimum 30% post consumer recycled content.

"Recycled product" means a product manufactured using recovered material and meeting the City of San Antonio's Minimum Recycled Content Standards.

3. Policy

The City shall acquire its goods and services in a manner that complies with federal, state, city laws and other requirements (e.g. city resolutions). The City shall purchase and use materials, products and services which are fiscally responsible, reduce resource consumption and waste, promote opportunities to lesser advantaged segments of the community, perform adequately and promote human health and well-being.

Environmental factors to be considered in selecting products with provisions about specific chemicals, e.g. avoiding VOCs or harsh solvents/abrasives when possible to include:

- Goods and services which can be manufactured, used and disposed of in an environmentally responsible way
- Manufactured with a high recycled content
- Recycled or reused
- Lower energy usage/cost of operating equipment prior to purchase
- Employ suppliers that are committed to environmental improvement
- Reduced 'whole life' costs and impacts when assessing equipment

Fiscal factors to be considered include but are not limited to:

- Lowest total cost
- Leveraging City buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

City departments shall use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new environmentally preferred products, reusable products, recycled content and recycled products. Recognizing the City's role as a major purchaser of goods and services, the City shall seek opportunities to encourage and influence markets for environmentally preferable products through employee education, supporting pilot testing of potential new products, adopting innovative product standards and specifications and contracts, leveraging city wide buying expertise and embarking on cooperative ventures with other jurisdictions. All departments shall use and require their contractors and consultants to use, products manufactured with the maximum practicable amount of recovered material, especially post-consumer material. Several contracts have been awarded which provide energy efficiency and green products such as alternative fueled vehicles and equipment, recycled paper products and office supplies.

4. Responsibilities of Each Department

Each department shall be responsible for the implementation of this policy and shall:

- A. Evaluate each recycled or environmentally preferred product to determine the extent to which the product may be practicably used by the department;
- B. Ensure that contracts issued by City departments require recycled and environmentally preferred products whenever practicable.
- C. Ensure that all printing by departments use recycled paper and bears the chasing arrow logo or other imprint identifying it as such; follow stewardship council guidelines
- D. Ensure that requests for bids and proposals issued by the City require that contractors and consultants use recycled paper and both sides of the paper sheets whenever practicable;
- E. Use both sides of paper sheets whenever practicable in printing and copying;
- F. Report total purchases of environmentally preferred, recycled and non-recycled products by department annually to the Purchasing and General Services Department and the Office of Environmental Policy;
- G. Develop, evaluate and maintain information about environmentally preferred and/or recycled products containing the maximum practical amount of recycled materials. Cross feed information to other departments/divisions when potential use of a product exists;
- H. Develop specifications used in public bidding aimed at eliminating barriers to purchasing recycled content products, such as outdated or overly stringent products specifications and specifications not related to product performance;
- I. Ensure that procurement documents issued by the department require environmentally preferred alternatives whenever practical;
- J. Educate and promote this policy through appropriate staff and maintain documentation of successes, pitfalls, changes, etc.

The Purchasing and General Services Department shall:

- Provide departments with information to facilitate their evaluation and purchase of designated products and inform them of their responsibilities under this policy;
- Revise minimum content standards as necessary to ensure that designated products contain the maximum practicable amount of recovered material and are consistent with Guidelines and regulations promulgated by the United States Environmental Protection Agency, the State of Texas, and other Federal and State agencies;
- Ensure that environmentally preferable products are designated whenever practicable;
- Work in conjunction with the Office of Environmental Policy to transmit minimum content standards to departments;
- Assign appropriate personnel to evaluate each designated product to determine the extent to which it may be practicably used by the department and its contractors;
- Seek opportunities to cooperate with other jurisdictions to enhance markets for environmentally preferred products, to obtain favorable prices and to reduce waste packaging and product by combining purchases/contracting for the same or similar precuts and promoting the use of recycled-content products, recyclable products and other environmentally preferred precuts to potential vendor to the City by publicizing their availability;
- Encourage vendors to offer alternative environmentally friendly products in their offerings to the City.
- Ensure that environmentally preferable paper products such as 35% post-consumer recycled content paper is used when providing print services to the various City departments or include FSC certification fiber to preserve forest lands made with process chlorine-free (PCF) or elemental chlorine free (ECF) pulps uncoated papers; coated papers yield very little recyclable fiber.

The Office of Environmental Policy (OEP) shall provide:

- Education and technical assistance. OEP shall develop tools for disseminating information to City staff about reusable, recycled content, recyclable and otherwise environmentally preferred products; about vendors and City contract for such products and about user groups and other opportunities to test and discuss new products.

The Purchasing and General Services Department and the Office of Environmental Policy shall coordinate with departments to collect data for performance tracking and evaluation of the City's environmentally responsible purchasing program and compile records for the purpose of producing an annual summary of the City's environmentally preferred purchasing actions and for evaluating the effectiveness of these actions in reducing the environmental impacts of City procurement.

5. Supporting the Green Markets Initiative

Nothing in this policy shall be construed as requiring a department to procure products that perform inadequately for their intended use or are unavailable at a reasonable price in a reasonable period of time. Nothing contained in this policy shall preclude departments from requiring recycled material content as a bid specification. However, it is strongly encouraged for departments to utilize products that are environmentally friendly, recycled, and/or beneficial to the environment. Reports from departments will provide information for summations of implementation of this policy. The report will require reasons for any non-adherence to this policy.

CITY OF SAN ANTONIO



EMPLOYEE ACKNOWLEDGMENT FORM FOR

ADMINISTRATIVE DIRECTIVE 9.2

Environmentally Preferred Purchasing Policy

Effective April, 2010

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 9.2, Environmentally Preferred Purchasing Policy.

Employee Name (Print)

Department

Employee Signature

SAP Employee ID Number

Supervisor:

I certify that on _____, 20____, I provided a copy of this administrative directive to the above named employee.

Supervisor (Print)

Supervisor Signature